Board of Finance
7/6/2015

MINUTES SUBJECT TO CORRECTION BY BURLINGTON BOARD OF FINANCE. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

July 6, 2015

APPROVED – 8/3/15

MEMBERS PRESENT: Mayor Miro Weinberger

Jane Knodell

Karen Paul [arrived 5:11 PM]

Sharon Bushor (via teleconference)

ABSENT: Kurt Wright

OTHERS PRESENT: Sara Giannoni

Bob Rusten, CAO

Rich Goodwin, Assistant CAO

Eileen Blackwood, City Attorney

Gene Bergman, Senior Assistant City Attorney

Brian Lowe, Mayor's Office

Rubi Simon, Library Director

Pat Buteau, Assistant Public Works Director

Susan Leonard, HR Director

Peter Owens, CEDO Director

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting of the Board of Finance to order at 5:05 PM.

1.01 Agenda

Mayor Weinberger requested Item 4.06 (Carry Forward planBTV Funds) and Item 4.07 (Authorization for Bike Path Contract Amendment) be removed from the agenda.

MOTION by Jane Knodell, SECOND by Sharon Bushor, to approve the agenda with the amendment to remove Item 4.06 (Carry Forward planBTV Funds) and Item 4.07 (Authorization for Bike Path Contract Amendment) and renumber accordingly. VOTING (by roll call): Knodell – aye, Bushor – aye, Weinberger – aye (unanimous); motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 APPROVE BOARD OF FINANCE MINUTES

3.01 June 8, 2015

3.02 June 22, 2015

MOTION by Sharon Bushor, SECOND by Jane Knodell, to approve the June 8, 2015 and June 22, 2015 Board of Finance minutes as presented.

<u>DISCUSSION</u>: Councilor Bushor confirmed her clarification of the June 8, 2015 minutes was received.

VOTING (by roll call): Knodell – aye, Bushor – aye, Weinberger – aye (unanimous); motion carried.

4.0 APPROVAL/RECOMMENDATION TO CITY COUNCIL

4.01 Authorize Fuel Contract Extension with Champlain Oil

MOTION by Jane Knodell, SECOND by Sharon Bushor, to approve and recommend to City Council for approval the fuel contract extension with Champlain Oil. VOTING (by roll call): Knodell – aye, Bushor – aye, Weinberger – aye (unanimous); motion carried.

4.02 Authorize Creation of Assistant City Attorney Position

MOTION by Sharon Bushor, SECOND by Jane Knodell, to approve and recommend to City Council for approval the creation of an Assistant City Attorney position. VOTING (by roll call): Knodell – aye, Bushor – aye, Weinberger – aye (unanimous); motion carried.

4.03 Authorize Creation of Teen Librarian Position

MOTION by Jane Knodell, SECOND by Sharon Bushor, to approve and recommend to City Council for approval the creation of a Teen Librarian position.

<u>DISCUSSION</u>: Councilor Bushor commented the memo from Rubi Simon was concerning and informative. There was discussion of the Teen Librarian position being incorporated into helping students in a higher education forum and having linkages to working with UVM, Burlington College, and Champlain College on opportunities for internships and opportunities for volunteerism consistent with what is needed for teens to make good choices. Staff is aware of the error in the salary and benefits amount and will make the appropriate correction as well as incorporate the linkages in the job description. There were no further comments.

VOTING (by roll call): Knodell – aye, Bushor – aye, Paul – aye, Weinberger – aye (unanimous); motion carried.

4.04 Authorize Reorganization of Mayor's Office

MOTION by Karen Paul, SECOND by Jane Knodell, to approve and recommend to City Council for approval reorganization of the Mayor's Office as proposed.

<u>DISCUSSION</u>: Sharon Bushor observed it has benefited in the past with the Mayor's Assistant having legal expertise when dealing with the media and departments in substantive issues. Mayor Weinberger pointed out the Chief of Staff role never required a legal background. Both Brian Lowe and Jen Kaulius are well versed and acquainted with information that comes through the Mayor's Office and treat information very tactfully and thoughtfully. Additionally, both deal well with the media, social media, and requests for information. Jane Knodell asked for a brief description of major changes in the job responsibilities of Chief of Staff. Mayor Weinberger said the major challenge has been having only one person handle Chief of Staff duties and communications responsibilities and to be responsive to the media and public from the Mayor's Office. With the change in personnel structure the duties are well suited to the talents and skills of the individuals involved. Mr. Lowe and Ms. Kaulius will assist the individual handling incoming calls to delegate to the appropriate areas. There were no further comments.

VOTING (by roll call): Knodell – aye, Bushor – aye, Paul – aye, Weinberger – aye (unanimous); motion carried.

4.05 Authorize Creation of Second BED Commercial and Industrial Energy Services Engineer Position

MOTION by Karen Paul, SECOND by Jane Knodell, to approve and recommend to City Council for approval the creation of a second BED Commercial and Industrial Service Engineer position. VOTING (by roll call): Knodell – aye, Bushor – aye, Paul – aye, Weinberger – aye (unanimous); motion carried.

4.06 Authorize Execution of New Lease with Intervale Center and Gardner's Supply

MOTION by Sharon Bushor, SECOND by Karen Paul, to approve and recommend to City Council for approval execution of a new lease with Intervale Center and Gardner's Supply.

DISCUSSION: Jane Knodell asked about any major changes in the lease. Staff explained the term of the lease is changed to July 2016 to July 2020 (was previously April 2015 to July 2020) and language was added regarding payment of taxes. The lease change is related to the ongoing discussion with the state DEC of the soils on the property and parking (the area will be used for parking and compost). There were no further comments.

VOTING (by roll call): Knodell – aye, Bushor – aye, Paul – aye, Weinberger – aye (unanimous); motion carried.

4.07 Authorize FY15 End-of-Year Budget Transfer

MOTION by Karen Paul, SECOND by Jane Knodell, to approve and recommend to City Council for approval authorization of the FY15 end-of-year budget transfer.

DISCUSSION: Peter Owens, CEDO Director, stated the projected CEDO budget deficit is $180,000. Three revenue sources are identified to address the deficit ($25,000 from Browns Court is delayed, but will be booked as a receivable). Bob Rusten explained when the budget was voted the matter was not explicit and with full transparency. Sharon Bushor said the bike path transfer was expected, but there is concern about counting the money from the Browns Court transaction before the deal is done. In addition, the city garages are in disrepair so taking money from the Traffic Fund is problematic. Mayor Weinberger pointed out the Traffic Fund trajectory is different from a year ago and substantial work has been done in the garages with revenue from the fund. Public Works is preparing to bring to City Council $3 million worth of improvements to the garages in the near term using new revenues. Regarding Browns Court, Peter Owen explained the delay in exercising the Purchase and Sales Agreement was largely due to lengthy litigation that was settled in April 2015. CEDO has been working with Champlain College on predevelopment work on-site, the building is down, and the attorneys are negotiating terms of the sale. Mr. Owens said he is confident the funds will be available in the next three to six months. Karen Paul acknowledged the gap must be filled and it is better to do this now within the budget to avoid being in the same situation next year. Jane Knodell observed the $180,000 gap matches the amount in new (FY2016) general fund dollars, but the funds are not earmarked. Mayor Weinberger noted the plan was laid out a year ago. Sharon Bushor reiterated her ongoing concern about use of the Traffic Fund. There were no further comments.

VOTING (by roll call): Knodell – aye, Bushor – aye, Paul – aye, Weinberger – aye (unanimous); motion carried.

5.0 DISCUSSION

5.01 Discuss Creation of CEDO Metrics per FY2016 Budget Resolution

The following comments were made:

· Mayor Weinberger noted Peter Owens submitted written material and will respond to questions.

· Sharon Bushor said the information appears to be a laundry list from the 2015 Action Plan on redevelopment and the housing plan rather than a metric with prioritization and expectation of percentage of completion on a timeline.

· Jane Knodell stated her understanding was to revisit the matter in a year and learn of the number of affordable unit preserved and created in order to form concrete goals for production and preservation going forward and be consistent with the consolidated plan and funding. The goals in the Housing Trust Fund section are vague. The final Housing Action Plan will measure goals, but there are many items in the plan so it is not certain what can be accomplished.

· Mayor Weinberger stated thoughtful comment has been received on the Housing Action Plan (John Davis suggested adding specific goals and prioritizing). Peter Owens said the next draft will be brought to CDNR to review for prioritization.

· Sharon Bushor asked about reporting on a regular basis on activities. Mayor Weinberger assured the Housing Action Plan will be discussed frequently. There should be further discussion at the start of the budget process for FY17 when there will be some experience with the new structure. Sharon Bushor clarified the reporting would be on accomplishments through the year for tracking purposes. Mayor Weinberger stated more information on a variety of CEDO-led projects is forthcoming. More thought can be given to additional reporting, but CEDO has 10% of its budget funded out of the general fund which is far less than the percentage of other departments so the Board needs to fully articulate if CEDO is to do something special and why.

· Sharon Bushor suggested continuing the conversation at another time.

5.02 Report on Implementation Plan for CBAT Council Initiative

Councilor Giannoni described the suggested process to follow to implement the CBAT initiative including:

§ setting goals,

§ identifying neighborhoods and neighborhood leaders,

§ reaching out to partners for help (Code, BHA, CHT, BPD, staff interns, volunteers, others),

§ having a simple application process for neighborhoods that qualify,

§ determining who gets funding through NPA meetings.

Bob Rusten noted any policy issues related to the initiative need to be addressed.

Sharon Bushor commented there may be opportunity going through the NPA to identify streets in need and solicit neighborhood involvement.

Mayor Weinberger said staff will handle the initiative and report to City Council. Councilor Giannoni urged having a point person to coordinate the effort. Ms. Giannoni volunteered to help with the initiative.

6.0 ADJOURNMENT

With no further business before the Board of Finance and without objection the meeting was adjourned at 5:55 PM.

RScty: MERiordan